

**Personal Responsibility Education Program (PREP) Competitive Grants
under the Affordable Care Act
HHS-2012-ACF-ACYF-AK-0284
Frequently Asked Questions
Revised July 27, 2012**

Program Requirements

- 1. Research has shown that there is an extremely high correlation between STIs and alcohol use among high school and middle school students in some rural counties. We've developed a logic model and action plan based on a framework geared toward alcohol reduction among targeted students, the involvement of parents in the solution and normative messaging as mechanisms to reduce STIs. Does this meet PREP requirements?**

ACF does not provide direct guidance or instruction in the development of an applicant's project design or in writing their applications. Applicants should use their best judgment in determining whether they are able to meet the requirements contained in the Funding Opportunity Announcement (FOA), whether they are able to develop an application they believe to be responsive to the FOA, and in designing and writing their applications. Applications will be reviewed and evaluated by objective review panels using the criteria described in Section V.1 of the FOA. The review panels will use the FOA as their principal guidance available to them in the same way that it is the principal guidance for applicants.

- 2. The FOA states the purpose of the program is to support projects that educate youth between the ages of 10 and 19, and pregnant and parenting youth, under 21. Does this mean the program must address both demographics (meaning youth 10 to 19 AND pregnant and parenting youth), or can the program target one group?**

Applicants are not required to provide services to **both** 10 to 19 year olds and pregnant and parenting youth. See *Section I.3.i Target Population* which states that applicants are encouraged to serve youth populations that are the most high-risk or vulnerable for pregnancies or otherwise have special circumstances, including youth in or aging out of foster care, homeless youth, youth with HIV/AIDS, pregnant youth who are under 21 years of age, mothers who are under 21 years of age, culturally underrepresented youth, and youth residing in areas with relatively high teen birth rates compared to all youth within the State or Territory.

- 3. Could you provide some clarification on the language about partners (consortia) and contractors? What is the definition of a partner, as opposed to a contractor? On pages 11 the FOA mentions that partnerships are encouraged and that a MOU is required for each partner. However, on the bottom on page 31 the FOA states that contracts must "demonstrate that all procurement transactions will be conducted in a manner to provide the maximum extent practical, open and free competition."**

If we are already community partners with an organization, is it necessary to open the opportunity for other organizations (“open and free competition”) to be on the grant with us or will an MOU with our existing partner be acceptable?

Please see *Section I.3.vii. Definitions* for the definition of a Consortia and see *Section III.1 Eligible Applicants, Collaborative or Consortia Projects*. A partnership is collaboration among agencies and a contract is an award instrument used for the acquisition of property or services. Additionally, information regarding grant related agreements with community partners and organizations is addressed in the FOA in *Section IV.2 Third-Party Agreements and Letters of Support*.

- 4. Our organization is currently working on the PREP grant submission. I wanted to clarify the possible requirement of the study’s random assignment design (found on page 27). Is it recommended to have randomization for the services provided or can services be provided to all students without a “services as usual” group?**

ACF does not provide direct guidance or instruction in the development of an applicant’s project design or in writing their applications. Applicants should use their best judgment in determining whether they are able to meet the requirements contained in the FOA, whether they are able to develop an application they believe to be responsive to the FOA, and in designing and writing their applications. Applications will be reviewed and evaluated by objective review panels using the criteria described in Section V.1 of the FOA. The review panels will use the FOA as their principal guidance available to them in the same way that it is the principal guidance for applicants.

Additionally, in *Section IV.2. Content and Form of Application Submission: Evaluation*, all applicants are asked to “Describe the Program’s Capacity to Support a Random Assignment Impact Evaluation.” The FOA notes, “[t]his information will be used to assess applicants’ proposed project for inclusion in the federal evaluation. It is not a requirement that applicants have the capacity to support a random assignment impact evaluation.” The intent is to discuss capacity to randomize and assign, not to actually create and submit a randomization scheme for review. That kind of submission could be deemed non-responsive.

- 5. For the 3 adulthood preparation subjects to be addressed in program implementation; is it required that applicants select an evidence-based program to implement (or is it possible to reference materials that would be used to meet this requirement?)**

No, it is not a requirement that the three adulthood preparation subjects be addressed through an evidence-based program. Please see *Section I.3.ii. Abstinence, Contraception, and Adulthood PREP Subjects* for additional information and resources. The FOA does state, “[t]he purpose of this FOA is to enable organizations to support personal responsibility education programs that replicate evidence-based effective program models or substantially incorporate elements of effective programs that have been proven on the basis of scientific research to change behavior”. Applicants should demonstrate a concept for “evidence-based effective program models” in all curricula and material selection.

- 6. Can young fathers under the age of 21 also participate in services that are geared toward pregnant and parenting teens?**

Young fathers under the age of 20 can participate in the services. *Section I.3.i. Target Population* and *Section I.3.v.ii. Definitions* include a definition of youth.

- 7. The Florida school year starts in August and ends at the end of May and we are considering the TOP program for our EB working with many schools and agencies that follow the school year for their programs -- how should we handle this adjustment to the Wyman TOP Program (configured for 9 months) in the first year of the grant?**

Please see the response to Question One.

- 8. If an agency is a lead agency on one proposal can they also be a sub-contractor on another proposal?**

Yes, an agency can be both a lead agency and sub-contractor on another proposal.

- 9. We understand from the EB provider that we can enhance program with a theatre component and staff/parent communication training -- how to talk to teens – is that okay under the grant parameters?**

Please see the response to Question One.

- 10. Are there reporting guidelines we can review?**

See *Section VI.3. Reporting* for a description of reporting requirements.

- 11. In reading through the PREP Grant Application guidelines, it appears that signed MOUs from the organizations we partner with and provide services to are requested with the application. Our concern is that with it now being July and most schools being closed, we will not have the opportunity to obtain these MOUs before the deadline. I have had the opportunity to speak with only a couple of the school superintendents, and they would like to discuss the program with the building principals before making a commitment. From past experience, I believe this will be the case with all of the schools. In many cases, the afterschool programs that we would work with are supervised by other school staff, also on vacation for the summer.**

Many of the schools we would be partnering with are schools and community organizations that we have served for more than 10 years. I am confident that given enough time to review our proposal and discuss the grant, they would be more than excited to partner with us for this proposal. I would like to request that we submit the signed MOUs at a later date prior to the award being granted. I believe that we could have the signed MOUs in place no later than August 24, 2012.

Please see *Section IV.2. Content and Form of Application Submission: Third-Party*

Agreements and Letters of Support for additional information on what supporting documents should be submitted with an application.

In addition, as stated in *Section V.1. Application Review Information: Criteria*, “reviewers will consider the extent to which: if consortium or partners are proposed, the application includes a partnership agreement for each project entity.”

12. Do you have technical assistance that serves areas such as American Samoa? Are you planning to hold a conference call for this particular FOA?

A conference call is not being held for this FOA.

Please see *Section I.3. PREP Program Requirements* for detailed information on the required components for the Personal Responsibility Education Program.

13. Is Wait Training by The Center for Relationship Education in Colorado an evidenced-based program according to DHH? We have spoken to the company and they sent us information showing "The Tested effectiveness of WAIT training".

The list of the Department of Health and Human Services (HHS) Evidence-based Teenage Pregnancy Prevention Programs can be found at <http://www.hhs.gov/ash/oah/oah-initiatives/tpp/tpp-database.html>. Additionally, there is a discussion available about the standards for review and inclusion of interventions posted by HHS at <http://www.hhs.gov/ash/oah/oah-initiatives/tpp/eb-programs-review-v2.pdf>. Also, see *Section I. 3.iii. Evidence-based and Effective Programs* for additional information.

Eligibility

14. Can funding be requested for a program that exists and is already being delivered as well as a new program, or only a new program?

See *Section IV.5 Funding Restrictions* that addresses the purpose of the grant. Grant funding cannot be utilized to supplant or replace current public or private funding; to supplant ongoing or usual activities of any organization involved in the project, to reimburse pre-award costs, etc.

15. Can you clarify whether agencies and organizations that propose to serve a smaller subset or region (example: two counties) of a state are encouraged to apply, or do you foresee most of the approved proposals addressing a larger population?

Applicants are not required to serve the entire state. Please see *Section I.3.i. Target Populations* which states: Applicants are encouraged to serve youth populations that are the most high-risk or vulnerable for pregnancies or otherwise have special circumstances, including youth in or aging out of foster care, homeless youth, youth with HIV/AIDS, pregnant youth who are under 21 years of age, mothers who are under 21 years of age,

culturally underrepresented youth, and youth residing in areas with relatively high teen birth rates compared to all youth within the State or Territory.

16. Are faith-based groups eligible to apply and do novice applicants get a priority?

Yes, faith-based groups are eligible to apply; see *Section III.1 Eligible Applicants*. Priority is not given to novice applicants. See *Section V. Application Review Information*, which addresses the evaluation criteria for applications.

17. Can a Tribal PREP Grantee apply for a PREP Competitive Grant?

Yes, current Tribal PREP grantees may apply for Competitive PREP funding if they meet the eligibility criteria provided in *Section III.1 Eligible Applicants*.

18. Are a State's local health districts considered appropriate applicants?

Please review *Section III.1 Eligible Applicants* of the Funding Opportunity Announcement for a list of eligible entities. County, city, township, and special district governments is inclusive of local health districts.

19. Is the State Department of Public Instruction eligible to apply?

Per PREP legislation listed in *Section I: Funding Opportunity Announcement Description*:

“[i]f a State does not submit an application under this section for fiscal year 2010 or 2011, the State shall no longer be eligible to submit an application to receive funds from the amounts allotted for each of fiscal years 2010 through 2014...”

The State and State agencies are no longer eligible to apply for PREP funds given what is stated in the legislation. A list of eligible entities can be found in *Section III.1 Eligible Applicants*.

20. Does the lead applicant that will be the grant recipient have to be located in the territory to be served? We are considering a partnership between a government agency in a territory and my organization. Based on skills and experience, we would prefer that my organization be the grant recipient/lead agency with the local partner implementing the evidence-based intervention with their local youth. We would like to know if this is allowable.

Please see *Section III.1 Eligible Applicants, Collaborative or Consortia Projects* which states that: It is expected that the primary applicant be local to the eligible State. This also applies to eligible Territories.

21. Can one organization apply for more than one grant to serve different geographic areas within the same state?

Yes; see *Section III.1 Eligibility Information* and *Section I.3.i. Target Population* for additional information.

22. If Florida is one of targeted states, do we still need to ask Florida official if we can apply?

Applicants are not required to submit approval from the State to apply for this grant.

23. This Native American Indian tribe has a large reservation which has schools in State X and over the state border in neighboring State Y. The question is must all participating schools/students reside in State X or would it be allowable for State Y schools and students to participate in the program since they are part of the State X Tribe which reside in State X?

Yes, all participating schools and students must reside in the eligible State X.

24. I was wondering which organization from the Commonwealth of Northern Mariana Islands (CNMI) received PREP funding from FY2010-12. I would appreciate the information since both the health department and the public school system is considering applying.

No organization from CNMI received PREP funding from FY2010-FY2012. Please see *Section I. Funding Opportunity Description* which states:

“The statute authorizing PREP provides that, “[i]f a State does not submit an application under this section for fiscal year 2010 or 2011, the State shall no longer be eligible to submit an application to receive funds from the amounts allotted for the State for each of fiscal years 2010 through 2014 and such amounts shall be used by the Secretary to award grants under this paragraph for each of fiscal years 2012 through 2014” (42 U.S.C. § 713(a)(4)(A)). Accordingly, the funding under this announcement is available to award competitive grants to local organizations, which may include faith-based organizations, consortia and entities in non-participating States and Territories.”

In addition, see *Section III.1. Eligible Applicants* for a list of entities eligible to apply for this FOA.

25. I realize this is a competitive grant and my question is: can two entities apply from the same state for the grant?

Yes, two entities from the same state can apply for the grant. Please see *Section I. Funding Opportunity Description* which states:

“The statute authorizing PREP provides that, “[i]f a State does not submit an application under this section for fiscal year 2010 or 2011, the State shall no longer be eligible to submit an application to receive funds from the amounts allotted for the State for each of fiscal years 2010 through 2014 and such amounts shall be used by the Secretary to award grants under this paragraph for each of fiscal years 2012 through 2014” (42 U.S.C. § 713(a)(4)(A)). Accordingly, the funding under this announcement is available to award

competitive grants to local organizations, which may include faith-based organizations, consortia and entities in non-participating States and Territories.”

In addition, see *Section III.1. Eligible Applicants* for a list of entities eligible to apply for this FOA.

26. I wanted to confirm if American Samoa is eligible to apply for this announcement.

Yes, local organizations, which include faith-based organizations, consortia, and entities within American Samoa are eligible to apply.

Funding Levels

27. Is there a match requirement for this funding?

There is no match requirement for applicants.

28. Clarification is needed on the actual amount available for FY 2012, 2013, and 2014 in Guam.

The total amount of funding available for a State/Territory in fiscal years 2012, 2013, and 2014 can be found in *Section I. Funding Opportunity Description*. The annual grant award floors and ceilings in each State/Territory can be found in *Section II. Award Information*.

28. Are indirect costs included in the award ceiling, or is the award ceiling listed per year for direct costs?

Yes, indirect costs are included in the award ceiling per year.

29. For applications that are less than \$500,000, are there any restrictions or limitations with regard to budgeting for program evaluation services? (For example, would it be acceptable for an application to include a request for \$250,000 to cover program services, and an additional 20% or \$50,000 to work with an external evaluator?)

No, there are no restrictions or limitations with regard to budgeting for program evaluation services.

30. This school year issue also affects the budget -- does the budget/contract stay at one rate for all three years, assuming funding continuance and satisfactory program delivery?

Yes, *Section II. Award Information* states that, “Non-competing continuation applications will be offered for the second and third budget periods of the project based on the availability of funds, satisfactory progress of the grantee, review and approval of the continuation application.”

31. Can budget be allocated for rental for club/agency locations where youth programs will be delivered?

Please see Section IV.2 *Content and Form of Application Submission: The Project Budget and Justification* to obtain information about what can be included the budget categories.

32. Can we include budget for additional training – i.e. training agency staff in dealing with bullying?

Please see the response to Question 31.

33. We have found incentives are an important component for many of our teen program successes – are those okay to include?

See Section VI.2. *Administrative and National Policy Requirements: Grants Policy Statement*, which provides a link to the Grants Policy Statement where information about incentives can be accessed.

34. Can we buy food for participants (also successful with teen/youth programs) with PREP funding?

Please see Section IV.2 *Content and Form of Application Submission: The Project Budget and Justification* to obtain information about what can be included the budget categories.

35. I am writing to clarify if American Samoa is eligible to apply for the following grant if one was never previously submitted for fiscal year 2011 or 2012? And if we are indeed eligible, please clarify that the annual award floor for American Samoa is \$200,000 and annual ceiling is \$416,667.

Yes, local organizations, which include faith-based organizations, consortia, and entities within American Samoa are eligible to apply. As listed in *Section II. Award Information*; the annual grant award floor for American Samoa is \$200,000 and the annual grant award floor for American Samoa is \$416,667.

Proposal Formatting and Documentation

36. Where may I get a copy of the complete announcement please - Funding Opportunity Number: HHS-2012-ACF-ACYF-AK-0284?

The complete announcement can be accessed at <http://www.acf.hhs.gov/grants/open/foa/view/HHS-2012-ACF-ACYF-AK-0284>.

37. I am writing to request an application packet to submit a grant request for the PREP funding opportunity for our education programs in Virginia.

The application packet can be downloaded from:
<http://apply07.grants.gov/apply/UpdateOffer?id=128792>.

- 38. Would it be possible to send me the application package in a Word document? I recall having submitted an application a few years ago, and it was relatively easy for me to work on the Word document and cut and paste into the electronic submission page.**

The complete announcement is available as a PDF and HTML and can be accessed at the link in Question 12. The complete application packet can be accessed at the link referenced in Question 12.

- 39. Is a Letter of Intent required?**

The Program Office does not require a Letter of Intent is not required from applicants responding to the Personal Responsibility Education Program (PREP) Competitive Grants under the Affordable Care Act (ACA) HHS-2012-ACF-ACYF-AK-0284 funding opportunity announcement. See *Section IV. Application and Submission Information* for information on what to submit in an application.

- 40. If an organization does not have a federally negotiated indirect rate, what percentage is allowable for them to include in the budget for indirect?**

See *Section IV.2 Content and Form of Application Submission: Indirect Charges* which states that: “An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement.” The section also provides information if an organization is in the process of initially developing or renegotiating a rate.

- 41. Can you please advise what the payment structure is for the grant opportunity: HHS-2012-ACF-ACYF-AK-0284, i.e. reimbursement, unit cost, etc.?**

Organizations funded under this grant opportunity will utilize a draw down payment structure.

- 42. We don't have a negotiated indirect cost – can we include accounting staff, supervisor, and office space as part of the budget -- our costs?**

Please see *Section IV.2 Content and Form of Application Submission: The Project Budget and Justification* to obtain information about what can be included in the budget categories.

- 43. Can we get technical help with form SF-424?**

A tutorial on how to access the Standard Form 424 – Application for Federal Assistance can be accessed at http://ncfy.acf.hhs.gov/multimedia/forms-tutorial/sf_424_tutorial.htm.

44. Regarding the pagination instructions in Application Package Components on page 17: With the application divided into the sections listed in the table and each component submitted in a separate electronic file, is it each separate section of the application (Project Description, Budget Justification, Appendices, etc.) that are numbered sequentially. For instance, a Project Description from page 1 through 50, a Budget Narrative from page 1 through 10, and Appendices numbered 1 through 50.

Or,

Standard Form	1–15
Certifications and Assurances	16–20
Abstract	21
Project Description	22–70
Budget Justification	71–80
NonProfit Status	81–82
Appendices	83–132

The required standard forms and certifications and assurances do not need to be numbered.

45. We are partnering with another social service agency to develop & implement our program. We each have specific roles & responsibilities regarding program development and implementation. In essence we are “subcontracting” with this organization who has vast experience in educating youth in pregnancy prevention, STI’s and HIV/AIDS’s... - we are subcontracting – payment for implementing our educational curriculum. We are confused with regards to the FAO whether this is considered a partnership, delegating services, or a community partner. We are uncertain which types of paperwork is necessary from this organization. Do they need to do a budget, budget narrative, logic model, etc... separate from ours or is it all included in ours.

See Section IV.2 Content and Form of Application Submission, The Project Budget and Budget Justification: Contractual for additional information on budget information to be submitted for agencies that applicants have contracts with.

See Section IV.2 Content and Form of Application Submission, Logic Model, which states that a logic model needs to be submitted for the project.

46. The budget states that travel to a regional meeting is required. For budget purposes, can you tell me if the location for that meeting has been established?

The location for the regional meeting has not been established.

47. I see that the application needs to be in 12 point font, double spaced. I’m wondering if this also applies to items in the appendices such as Letters of Support and Memorandums of Agreement.

Yes, this applies to items in the Appendices. See *Section IV.2. Content and Form of Application Submission: Application Package Components* for additional information.